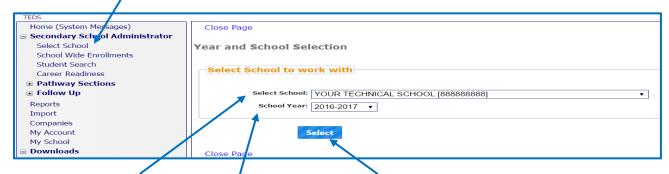
## **Entering Termination Status**

## READ EVERYTHING BEFORE YOU DO ANYTHING...

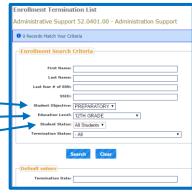
- ➤ It is best to complete terminations at the end of the school year, after your final TEDS import from Infinite Campus
- DO NOT terminate underclassmen unless they drop out or transfer out of their home high school
- ➤ DO NOT terminate underclassmen that are returning to their home high school for the next year for any reason
- Senior student records that show them as exploring in a pathway are terminated automatically as Exploratory Exit
- > Student terminations should be done for each individual pathway based on number of credits
- Login to TEDS at <a href="http://teds.ky.gov">http://teds.ky.gov</a>
- 2. Click on Select School



- 3. Select your "School" and "School Year". Click Select
- 4. Select the pathway section for which you want to complete terminations

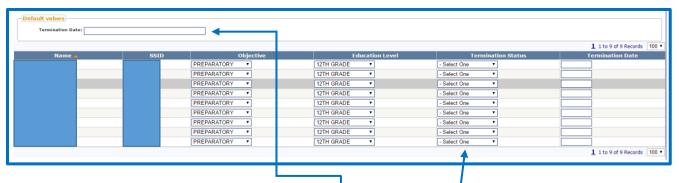


- 5. Click "Termination"
- 6. TO TERMINATE ALL PREPARATORY SENIORS
  - a. Student Objective = Preparatory -
  - b. Education Level = 12th Grade -
  - c. Student Status = All Students
  - d. Click Search



## READ EVERYTHING BEFORE YOU DO ANYTHING...

- ➤ It is best to complete terminations at the end of the school year, after your final TEDS import from Infinite Campus
- DO NOT terminate underclassmen unless they drop out or transfer out of their home high school
- DO NOT terminate underclassmen that are returning to their home high school for the next year for any reason
- Senior student records that show them as exploring in a pathway are terminated automatically as Exploratory Exit
- Student terminations should be done for each individual pathway based on number of credits

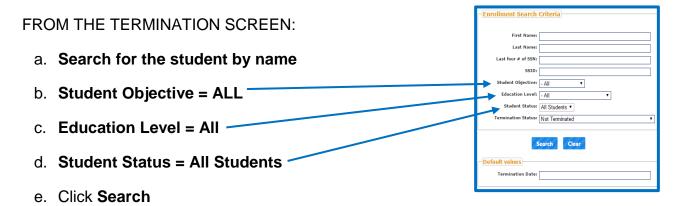


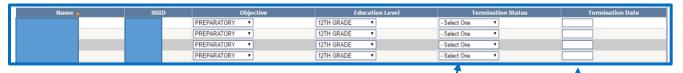
- e. Place the date of termination in Termination Date
- f. Use the dropdown box and select the Termination Status for each student
- g. Click **SAVE** before moving on to next page

## 7. TO TERMINATE UNDERCLASMEN

Do not terminate underclassmen that are returning to their home high school for the next year for any reason

There should be a relatively small number of students in this category





- 8. Using the dropdown box, select the correct **Termination** Status
- 9. Enter the Termination Date
- **10.** Click **SAVE** before moving on to next student